

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
EDD JOB SERVICE OFFICE MANAGERS
JTPD MANAGERS

SUBJECT: SDA ADMINISTRATORS' QUARTERLY MEETING

A Service Delivery Area (SDA) Administrators' Quarterly meeting will be held on Friday, September 11, 1998, at the following location:

Doubletree Hotel Ontario
222 N. Vineyard Avenue
Ontario, CA 91764

The meeting is scheduled to begin at 8:00 a.m. and adjourn by 3:30 p.m. A block of rooms has been reserved until **August 27, 1998**. The room rate is \$79 single or double occupancy, plus 11.75 percent tax. Reservation requests received after August 27, 1998, will be accepted on a "space available" basis only and may not be available at the conference rate. The room block is listed under "SDA Administrators' Meeting." To make your reservation, telephone the Doubletree Hotel at (909) 937-0900 and ask for Reservations.

The Doubletree Hotel provides complimentary transportation to and from the Ontario Airport. To arrange for pickup at the airport, use the courtesy telephone located in the baggage claim area. The hotel also offers complimentary self-parking.

If you have any questions regarding the Quarterly meeting, please telephone Michelle Haakenson at (916) 654-9815. An agenda and map to the hotel will follow under separate cover.

We look forward to meeting with you in Ontario.

/S/ BILL BURKE
Assistant Deputy Director